



After-Hours Building Access Permission Form

*Please type or use an ink pen and print legibly
Return this form to the division assistant*

Student Name: _____ Cell: _____

Faculty Supervisor: _____ Cell: _____

Access Approved Beginning: _____ Access Ends: _____

Access Approved For (list specific buildings and rooms):

1. _____
2. _____
3. _____

Reason for Access:

Student understands the following requirements:

- Safety protocol must be followed for the building/labs/room for which access has been granted.
- **Current Healthy at Transy protocols must be followed. Please refer to the current policy language on Transy's website.**
- The student's cell phone number will be provided to DPS.
- The student has access only to the room(s) listed on this form.
- Building security may not be compromised by propping open doors, leaving doors unlocked, and/or allowing unauthorized individuals access to the building.
- If the student will be in the building after 11:00 pm and/or enters the building between 11:00 pm and 7:00 am, the student is required to call DPS (233-8118) immediately to notify them.
- The student is required to call DPS (233-8118) immediately upon leaving the building to notify them.

If the above requirements are not followed, this after-hours access approval will be revoked. I understand and agree to the requirements above:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____